

Working at Height Policy
Edition 1
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Authorized by

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 Managing Director

ISSUE CONTROL

This Policy is a controlled document and amendments to this document are affected by the re-issue of complete pages

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1.0 Compliance Requirements**Legal**

- Health and Safety at Work, etc Act 1974 (HSWA)
- Work at Height Regulations 2005
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations (CDM) 2007

Guidance

- HSE document – Safe use of ladders and step ladders INDG 402
- HSE Working on roofs INDG 284

2.0 Introduction

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace).

Work at height should be avoided where possible and equipment should be used to prevent or minimize the consequences of falls where working at height is the only option

Injuries may be caused by falls from:

- Ladders and stepladders
- Scaffolding
- Gangways and catwalks

The company shall ensure that:

- All work at height is properly planned and organized
- Those involved in work at height are trained and competent
- The place where the work at height is done is safe
- Equipment for work at height is properly inspected
- The risk from falling objects are properly controlled
- The risks from fragile surfaces are properly controlled
- All work at height takes account of weather conditions that could endanger health and safety

2.0 Introduction (Continued)

Prior an employee performing any work at height, the company will ensure that a risk assessment for the work has been performed.

3.0 Planning

Work at height should be avoided where possible and equipment should be used to prevent or minimize the consequences of falls where working at height is the only option

Prior to commencing, the company will ensure that:

- no work is done at height if it is safe and reasonably practicable to do it other than at height;
- the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- a suitable risk assessment has been carried out

The assessment shall be **proportionate** to the hazards identified and conform with the simple hierarchy for managing and selecting equipment for work at height as follows::

- Avoiding work at height where reasonably practicable
- Use work equipment or other measures to prevent falls of people or objects where it is not reasonable practicable to avoid working at height
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

The risk assessment shall clearly identify the appropriate access equipment for the type and duration of the proposed work.

The activity, hazards identified and persons at risk are recorded onto the Risk Assessment Record – Form HS001 in accordance with health and safety policy HS10 - Risk Assessment.

Ladders and stepladders are used during installation and maintenance activities and the company is responsible for the selection and maintenance of such equipment.

Occasionally scaffolding, gangways and catwalks are used during work activities. The client or main contractor is responsible for providing a risk assessment and method statement identifying the appropriate equipment for the type and duration of the proposed work. The client or main contractor shall ensure that persons or subcontractors responsible for the erection and maintenance of the equipment are suitably trained and competent to perform the task in accordance with the Height at Work Regulations 2005.

4.0 Weather

The work shall be planned and organised effectively taking into account weather conditions. Work shall be postponed while the weather conditions endanger health and safety

5.0 Staff Training

All employees who work at height or supervise work at height shall be trained and competent to use ladders and step ladders. This includes the organisation, planning, supervision and the supply and maintenance of equipment.

6.0 Place Where Work is Done, Equipment and Safety Measures

Prior to commencing work, the engineer shall ensure that the place where the work is done at height (including means of access) is safe and has features to prevent a fall.

6.1 Set-up for Leaning Ladders

The following good practice should be followed when setting up ladders prior to use:

- Do a pre-use check (include ladder feet)
- Secure it
- Ground should be level and firm
- Maximum safe ground side slope 16° (level the rungs with suitable device)
- Maximum safe ground back slope 6°
- Have a strong upper resting point
- Floors should be clean, not slippery

6.2 Leaning Ladders In-use

The following good practice procedure should be followed when using ladders:

- Short duration work (maximum 30 minutes)
- Light work (up to 10kg)
- Ladder angle 75° - 1 in 4 rule (1 unit out for every 4 units up)
- Always grip ladder when climbing
- Do not overreach – make sure belt buckle (navel) stays within the stiles and keep both feet on the same rung throughout the task
- Do not work off the top three rungs – these provide a handhold

6.3 Set-up for Stepladders

The following good practice procedure should be followed when setting up stepladders prior to use:

- Do a pre-use check (include feet)
- Ensure there is a space to fully open
- Use any locking devices
- Ground should be level and firm
- Floors should be clean, not slippery

6.4 Stepladders In-use

The following good practice procedure should be followed when using stepladders:

- Short duration work (maximum 30 minutes)
- Light work (up to 10kg)
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless it is possible to get a safe handhold on the steps
- Avoid side-on working
- Do not overreach – make sure belt buckle (navel) stays within the stiles and keep both feet on the same step throughout the task

6.5 Other equipment (scaffolding, gangways and catwalks)

The client or main contractor responsible shall ensure that the place where the work is done at height (including means of access) is safe and has features to prevent a fall.

Safety features may include:

- collective fall prevention (e.g. guard rails and toe boards)
- working platforms
- collective fall arrest (e.g. nets, airbags etc)
- personal fall protection (e.g. work restraints, work positioning, fall arrest and rope access)

7.0 Inspections

The company shall ensure that ladders and stepladders provided for work at height is properly inspected:

- after installation or assembly
- as often as necessary to ensure that any deterioration can be detected and remedied as required

Prior to commencing work, the client or main contractor must ensure that scaffolding, gangways and catwalks provided are properly inspected by a competent person in accordance with the Height at Work Regulations 2005. Where required, reports of inspection shall be provided.

8.0 Fragile Surfaces

No work shall be performed on or near to a fragile surface unless the client or main contractor:

- Provides suitable platforms, coverings, guard rails and the like to minimise the risk
- Minimises the distance and effect of the fall

9.0 Falling Objects

Where reasonably practicable, the prevention of falling objects is properly managed and controlled to prevent injury to anyone by ensuring that:

- nothing is thrown or tipped from height if it is likely to injure anyone;
- nothing is stored in such a way that its movement is likely to injure anyone
- The area is clearly indicated
- Access is restricted to unauthorised people

Tool belts or similar equipment is used where necessary.

7.0 Procedure Flowchart

